



CITY OF LODI COUNCIL COMMUNICATION

AGENDA ITEM

H-1

AGENDA TITLE: Appointments to the Recreation Commission and San Joaquin Valley Unified Air Pollution Control District Citizens Advisory Committee and Post for Vacancy on the Library Board of Trustees

MEETING DATE: January 16, 2013

PREPARED BY: City Clerk

RECOMMENDED ACTION: Concur with the appointments to the Recreation Commission and San Joaquin Valley Unified Air Pollution Control District Citizens Advisory Committee and direct the City Clerk to post for vacancy on the Library Board of Trustees.

BACKGROUND INFORMATION: On October 17, 2012, the City Council directed the City Clerk to post for various expiring terms. The Mayor reviewed the applications, conducted interviews, and recommends that the City Council concur with the following appointments.

In addition, the City Council Protocol Manual states that any member who misses three consecutive regular meetings without leave of absence from the board or commission expressed in its official minutes shall be deemed to have vacated the office. One member of the Library Board of Trustees has missed in excess of that, and at the request of the Board (see attached minutes), it is recommended that the City Council direct the City Clerk to post for the vacancy below.

APPOINTMENT

Recreation Commission

David Akin Term to expire December 31, 2016

Larry Long Term to expire December 31, 2016

NOTE: Four applicants (two seeking reappointment and two new applications); posting ordered 10/17/12; application deadline 11/19/12

San Joaquin Valley Unified Air Pollution Control District Citizens Advisory Committee

Randall S. Blank Term to expire January 31, 2016

NOTE: One applicant (one seeking reappointment); posting ordered 10/17/12; application deadline 11/19/12

POSTING

Library Board of Trustees


Stephen Paul Mackey Term to expire June 30, 2014

Government Code Section 54970 et seq. requires that the City Clerk post for vacancies to allow citizens interested in serving to submit an application.

FISCAL IMPACT: None.

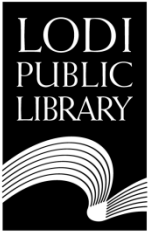
FUNDING AVAILABLE: Not applicable.

RJ/JMR


Randi Johl, City Clerk

APPROVED: 

Konrad Bartlam, City Manager



Minutes
LODI PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
Monday, December 17, 2012

1) Call to Order – Roll Call

The Library Board of Trustees meeting was called to order by Trustee Casey at 6:05 pm.

Present: Trustees Kooger, Casey, Martin, and Costa

Absent: Trustee Mackey

Also Present: City Manager Bartlam, City Attorney Schwabauer, Library Services Director Martinez, Administrative Secretary Brage, S. Moroz, library employee Herrera

2) Announcement of Closed Session

a) Evaluation of Library Board Appointee: Interim Library Services Director--to include Appointment, Employment, Evaluation of Performance, Discipline, or Dismissal of a Public Employee. Government Code Section 54957(b)(1)

3) Adjourn to Closed Session

At 6:05 p.m., Trustee Casey adjourned the meeting to a Closed Session to discuss the above matter.

4) Return to Open Session/Disclosure of Action

At 6:16 p.m., Trustee Casey reconvened the Library Board meeting, and City Attorney Schwabauer disclosed the following actions.

Item 2a was discussion only with no reportable action.

City Attorney Schwabauer noted all trustees are present with the exception of Trustee Mackey. City Attorney Schwabauer understands this is Trustee Mackey's third consecutive unexcused absence and Trustee Mackey, therefore, is deemed resigned. City Attorney Schwabauer will notify the City Clerk's Office who will send notice the office is deemed vacant.

5) Approval of Minutes

The minutes of the regular meeting of November 12, 2012 were approved as distributed.

6) Comments by the Public on Agenda Items

No comments by the public.

7) Reports: Written

a) Financial –

Director Martinez reported revenues and expenses are basically on track given 45% of the year is elapsed. There are no significant over/under items with the exception of binding/duplication expenses which is being adjusted in the mid-year revisions.

Revenues are now on track after receiving a \$12,000 grant. Director Martinez noted last month we calculated revenues were about \$8,000 less than budgeted and it is hard to figure monthly as some items are received in lump sums.

b) Private Sector Report –

Private Sector investments dipped again last month.

Trustee Casey announced we received a Christmas card from Mr. Phillips.

c) Library Director's Report – N. Martinez

Referring to the Director's Report, Director Martinez asked if trustees had questions or wished to discuss any items.

- Trustee Kooger referred to item #2, regarding the \$5,800 quote to install cable. Director Martinez is working with Mark White in ISD to see if we can negotiate a better price. Mr. White also suggested hooking into the cable at City Hall and running it via the fiber optic line to the library might be a less costly solution. Director Martinez noted the library had cable to the community room, but Comcast is now only doing underground cable installations. City Manager Bartlam offered to look into the possibility of using PEG money to pay for the cable installation.
- In response to trustees, Director Martinez advised the Sirsi contract with Stockton will go to Stockton City Council for approval on January 15, 2013. It appears our cost will be a couple thousand less than last year and will have more features. One new feature is the Enterprise Discovery layer that will allow us to customize the patron catalog somewhat. We are also slated for a Sirsi software upgrade. Both upgrades will likely be made at the same time.
- Trustees noted the library visits were down in November. Director Martinez was not sure why, but thought it might be related to the holidays.

8) Reports: Oral

a) Friends of Lodi Public Library

Director Martinez reported the Friends took her to lunch to celebrate her upcoming retirement. They authorized the purchase of headphones and a contribution for tonight's retirement reception.

b) Lodi Public Library Foundation Report – Terry Costa

Trustee Costa was unable to attend the Foundation meeting. Director Martinez reported the Foundation mailed a "retiring library director's plea for donations" letter to about 450 supporters. They also discussed a Summer 2013 fundraising event they hoped to hold at Bare Ranch which may not work out and they may pursue another venue.

Trustee Costa advised they formed a new Marketing Committee with Foundation Directors Louis Ponick and Cindy Chappell; and Library Board Liaison Terry Costa, and library employee Yvette Herrera.

9) Consent Calendar

a) Receive information on 2013 Library Volunteer of the Year selection process

Director Martinez advised the Volunteer of the Year selection process typically starts in January when nomination forms are distributed. The nominations are due in mid-February. If more than one nomination is received, a committee is formed typically composed of the library director, a current trustee and a former trustee. Secretary Brage will distribute the nomination forms at the January meeting.

10) Regular Calendar

a) Review of FY 12/13 Mid-Year Budget Adjustments to Revenue Projections and Estimated Expenditures

Director Martinez handed out a budget sheet with more accurate personnel estimates than what was included in the packet. She noted that many line item estimates are provided by Finance and she cannot adjust those numbers. Director Martinez advised she increased overtime and part-time budget line items because we may need to pay someone overtime to come in on holidays and empty the book drop (which she took care of). She also estimates the library will need additional hours to fill in on the reference desk once she and Library Services Manager Woodruff are retired. She also increased postage a bit to cover interlibrary loan mailings. Director Martinez advised there are not significant savings to put toward books.

- In reply to Trustee Kooger, Director Martinez advised there are no savings from her and Ms. Woodruff's retirements. She also advised the revenue portion of the mid-year budget revisions are due tomorrow. The expenses portion of the mid-year budget adjustments are due January 3, 2013. City Manager Bartlam clarified the personnel costs are supplied by Finance and may not yet reflect any potential savings due to the retirements.

- In reply to Trustee Casey, Director Martinez advised at one point she thought she would need to adjust downward the revenues-fines & fees, but at this point it looks like those revenues are on target as originally budgeted and no mid-year adjustment was made.
- Director Martinez also included investment earnings (small amount) we expect to receive on the library's \$47,000 fund balance.
- In reply to Trustee Kooger, Director Martinez advised we have only spent \$6,200 of the book budget. She explained because the budget is so small, librarians are frugal with purchases plus we expect to receive rather large invoices from our periodicals jobber and for the databases we offer.
- In reply to Trustee Kooger, Director Martinez agreed there is an overall \$5,000 increase in the book budget and she is not sure where the offset came from. City Manager Bartlam noted it looks like there are some savings in the personnel section.

b) Receive Staffing and Scheduling Information

Director Martinez handed out a report on staffing and scheduling. Director Martinez explained the report includes explanations of full and part-time staffing needs, the percentage of time employees spend on the desk or in customer service. She noted full-time employees spend about 30% of their time at the customer service desks and part-time employees spend about 50-75%. One exception is the full-time Volunteer Services Coordinator who spends a high percentage of time in contact with the public.

Director Martinez noted the part-time budget is divided into three pools: 50 hours for Pages, 65 hours for Aides, and 50 hours for Librarian's Associates. When a former Senior Library Assistant left, we took that position and created a Volunteer Services Coordinator position and back-filled the SLA position with 25 part-time hours to more than cover the 15 hours the former SLA employee spent on the desk. Trustee Kooger noted that left a 15 hour deficit for backroom duties.

c) Consider Appointing Dean Gualco Interim Library Services Director

City Attorney Schwabauer reported Mr. Bartlam offered the services of Human Resources Manager Dean Gualco to the library as Interim Library Services Director with the understanding the library will fund one half of Mr. Gualco's salary. Mr. Gualco will also continue to Manage Human Resources for the City. City Attorney Schwabauer noted Mr. Gualco has a PhD in Education and significant experience in managing and human resources, but he does not have a degree in library sciences.

Motion: Trustee Kooger moved to appoint Dean Gualco as Interim Library Services Director as outlined by City Attorney Schwabauer (Mr. Gualco divides his time between the library and Human Resources and the library pays half of his salary). Trustee Costa seconded and the motion carried.

Discussion ensued. Trustee Casey asked if we know the amount of Mr. Gualco's pay the library will fund. City Manager Bartlam advised we do not know that figure but we can get it. Trustees Kooger and Casey expressed confidence in Mr. Gualco and his skills.

11) Comments by the Public on Non-Agenda Items

Darla Gunning of the California State Library asked trustees to keep her informed as they move forward in their search to find a permanent Library Director.

12) Comments by the Board Members on Non-Agenda Items

Trustees thanked Director Martinez for her many years of admirable service and wished her well.

Trustee Kooger asked that we add to the January agenda: Process for Selecting a New Library Director.

Trustee Casey stated that finding a new library director will be a priority and the goal is to have a new director in place by the beginning of the new fiscal year.

11) Adjournment

The meeting adjourned at 6:56 pm.

Respectfully submitted,

Scot Martin, Secretary
Board of Trustees
Lodi Public Library

CITY COUNCIL
ALAN NAKANISHI, Mayor
PHIL KATZAKIAN,
Mayor Pro Tempore
LARRY D. HANSEN
BOB JOHNSON
JOANNE MOUNCE

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
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www.lodi.gov cityclerk@lodi.gov

KONRADT BARTLAM
City Manager
RANDI JOHL, City Clerk
D. STEPHEN SCHWABAUER
City Attorney

January 17, 2013

David Akin


Congratulations! The City Council, at its regular meeting of January 16, 2013, concurred with the Mayor's recommendation to reappoint you for an additional term on the Recreation Commission.

Please take this moment to read the attached Oath of Office, sign and date the form, and return to the City Clerks Office at your earliest convenience.

On behalf of the Lodi City Council and the City of Lodi, may I extend to you our sincere appreciation for the time and talent you have continued to dedicate toward serving as a member of this important group. We wish you continued success in your endeavors to serve the best interest of our citizens during this upcoming term.

Again, thank you for your dedication toward improving the quality of life in our community.

Sincerely,



Randi Johl
City Clerk

RJ/JMR

cc: B&C liaison
B&C folder
follow-up

CITY COUNCIL

ALAN NAKANISHI, Mayor
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D. STEPHEN SCHWABAUER
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January 17, 2013

Larry Long



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Again, thank you for your dedication toward improving the quality of life in our community.

Sincerely,

A handwritten signature in black ink, appearing to be 'RJ' followed by a stylized flourish.

Randi Johl
City Clerk

RJ/JMR

cc: B&C liaison
B&C folder
follow-up

CITY COUNCIL

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KONRADT BARTLAM
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RANDI JOHL, City Clerk
D. STEPHEN SCHWABAUER
City Attorney

January 17, 2013

Ethan Chelli

Thank you very much for completing an application of interest in serving as a member of the Recreation Commission. It is people like you who are willing to donate their time and talent that make Lodi a very special place.

There were many excellent applications received, making the review and appointment process a difficult one; however, a choice had to be made. The candidates selected by the Mayor were appointed at the regular City Council meeting of January 16, 2013.

Your application will remain on file for review and consideration of future vacancies for a period of one year from the date it was received by the City Clerks Office.

Your time and interest in serving your community is appreciated.

Sincerely,



Randi Johl
City Clerk

RJ/JMR

cc: B&C folder
Follow-up

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January 17, 2013

Thomas Arganda Jr.

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Sincerely,



Randi Johl

City Clerk

RJ/JMR

cc: B&C folder
Follow-UP

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D. STEPHEN SCHWABAUER
City Attorney

January 17, 2013

County Clerk
S.J. County Board of Supervisors
222 East Weber, Room 701
Stockton, CA 95202

**RE: SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CONTROL DISTRICT
 CITIZENS ADVISORY COMMITTEE**

This letter is to notify you that the Lodi City Council, at its regular meeting of January 16, 2013, unanimously supported the Mayor's recommendation to reappoint Randall Blank to serve as the City of Lodi representative to the San Joaquin Valley Unified Air Pollution Control District Citizens Advisory Committee.

A copy of Mr. Blank's application is enclosed in order for you to contact him regarding his responsibilities and the dates and times of upcoming meetings.

Should you have any questions regarding this matter, please do not hesitate to give me a call at 333-6702.

Sincerely,



Randi Johl
City Clerk

RJ/JMR

Enclosure

cc: Randall Blank

CITY COUNCIL

ALAN NAKANISHI, Mayor
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D. STEPHEN SCHWABAUER
City Attorney

January 17, 2013

Stephen Paul Mackey

The City Council Protocol Manual states that any member who misses three consecutive regular meetings of a commission without leave of absence from the commission expressed in its official minutes shall be deemed to have vacated the office.

Due to the fact that you have missed in excess of that and at the request of the Library Board of Trustees, the Lodi City Council, at its meeting of January 16, 2013, directed the City Clerk to post for this vacancy.

In ending your service, it will be necessary for you to complete a Form 700 – Conflict of Interest Leaving Office Statement no later than 30 days from the date of this letter of notice (**due Tuesday, February 19, 2013, by 5:30 p.m.**). The original statement will be retained in the City Clerk's Office. Forms have been enclosed for your convenience.

Thank you for sharing your talents with us. I wish you the best of luck in your future endeavors. Should you have questions concerning this matter, please contact the City Clerk's Office for assistance.

Sincerely,



Randi Johl
City Clerk

RJ/JMR

cc: B&C Liaison
B&C folder
FPPC files
Follow-up



***Please call to confirm receipt of this item 333-6702
and fax a proof before publication to 333-6807***

AD INSTRUCTIONS

**SUBJECT: ACCEPTING APPLICATIONS ON BOARDS/COMMISSIONS/COMMITTEES
 One (1) - LIBRARY BOARD OF TRUSTEES**

PUBLISH DATE: SATURDAY, JANUARY 19, 2013

BORDERED AD

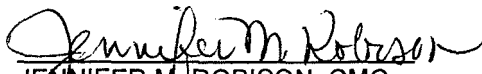
TEAR SHEETS WANTED: One (1)

**SEND AFFIDAVIT AND BILL TO:
LNS ACCT. #0510052**

RANDI JOHL, CITY CLERK
City of Lodi
P.O. Box 3006
Lodi, CA 95241-1910

DATED: THURSDAY, JANUARY 17, 2013

**ORDERED BY: RANDI JOHL
 CITY CLERK**


JENNIFER M. ROBISON, CMC
ASSISTANT CITY CLERK

MARIA BECERRA
ADMINISTRATIVE CLERK

Please verify receipt of fax and provide a proof BEFORE publication

Faxed to the Sentinel at **369-1084** at 11:20am (time) on 1/17/13 (date) 2 (pages)
CONFIRMATION BY _____ Phoned to confirm receipt of all pages at _____ (time) _____ JMR _____ MB



City of Lodi

ANNOUNCEMENT

One Vacancy on the **Library Board of Trustees**

The City of Lodi is currently accepting applications for the **Library Board of Trustees**, which manages the public library; sets policy and budget guidelines; reviews and acts on proposals; and advocates programs, funding, and support of government officials to recognize and meet the needs of the community.

The Library Board of Trustees meets at 5:30 p.m. on the 2nd Monday of each month at the Lodi Public Library, and consists of 5 members.

Applications are now being accepted to fill one (1) vacancy for a 2-year term due to expire June 30, 2014. Applications may be obtained from the City Clerk's office at **221 W. Pine St., 2nd floor**. For more information call **333-6702**, or access the City's Web site at www.lodi.gov.

Appointments to the board will be made by the Mayor with Council approval.

Note: You must be registered to vote in San Joaquin County at the time of application. If appointed, you will be required to complete a Statement of Economic Interest. This is a volunteer, unpaid position.

Filing Deadline: Tuesday, February 19, 2013, at 5:30 p.m.



POSTING NOTICE

Current Vacancies/Expiring Terms on City of Lodi Boards and Commissions

BOARD/COMMITTEE/COMMISSION	TERM EXPIRES	APPLICATION DEADLINE
Library Board of Trustees One Vacancy (Mackey)	June 30, 2014	2/19/13
Lodi Animal Advisory Commission Two Expiring Terms (Cohen, Laughlin)	December 31, 2015	11/19/12 E CLOSED
Lodi Senior Citizens Commission Two Expiring Terms (Sey, Schultz)	December 31, 2016	11/19/12 E CLOSED
Lodi Arts Commission One Vacancy (Turrentine)	July 1, 2013	Open until filled

Effective: January 16, 2013

Randi Johl, City Clerk

*cc: Posting (4)
B&C file(s)/followup/cabinet/clerk/JMR*

If you are interested in applying for a position, please contact the City Clerk's office at (209) 333-6702 or cityclerk@lodi.gov to request an application, or complete the application on our Web site at www.lodi.gov.

Return your application to the City Clerk's office by delivery to 221 West Pine Street, mail to P.O. Box 3006, Lodi, CA 95241-1910, or fax it to (209) 333-6807.

Applications will remain valid for one year after date received.

Some board, commission, and committee members may be required to complete a Statement of Economic Interest filing as required by the Fair Political Practices Commission (FPPC).